



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
MARKET ADMINISTRATOR

VACANCY ANNOUNCEMENT

Announcement Number: 03-02

Position Title: Agricultural Economist
Series/Grade: OCC-1100 MA-15-20
Promotion Potential MA-22
Salary: \$47,139 – 88,054
(Includes locality adjustment)
Salary commensurate with qualifications

Type of Appointment: Excepted

Location of Position: Louisville, KY

Opening Date: 10/01/2003

Closing Date: 10/24/2003

Consideration: All Candidates

Primary Duties:

1. Assist in the collection, preparation and analyses of dairy related conditions relative to Federal Milk Marketing Orders and the dairy industry.
2. Assist in analyzing the impact of regulatory changes on Federal Milk Marketing Orders and the dairy industry.
3. Prepare economic research relative to the marketing of milk and dairy products.
4. Prepare and deliver written and oral presentations for both internal and external audiences.
5. Represent the Market Administrator's office at industry and professional activities.

This position requires overnight travel. Lodging, per diem and transportation expenses will be paid for official travel.

QUALIFICATIONS:

Candidates must have a Bachelor's degree in agricultural economics or economics, or have a degree in some other field with at least 21 semester hours in economics, plus 3 semester hours in statistics, accounting or calculus, or if the applicant does not have a bachelor's degree the applicant must have the appropriate semester hours and experience that when combined with the education would equal a 4-year course of study. In addition to meeting the above educational requirements, the candidate must have 1 1/2 years of professional experience and/or graduate level education in a field directly related to the position to be filled. This experience and education must have equipped the candidate with the necessary knowledge and ability to perform fully the duties of the position to be filled.

A copy of your college transcript is required.

A Master's degree in agricultural economics is preferred

Experience in the dairy industry, regulatory, or marketing programs and Federal order experience is preferred.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER:
Qualified applicants will receive consideration without regard to race, color, national origin, religion, gender, age, marital status, disability, political status, family status or any other non-merit factor.

EVALUATION CRITERIA:

Eligible applicants will be evaluated against these criteria to determine the best qualified. A separate written supplemental qualifications statement addressing each of the criteria is required. Include information concerning pertinent duties, responsibilities, accomplishments, training, and/or coursework pertaining to the following:

1. Ability to analyze, evaluate and draw factual conclusions from complex data and econometric models.
2. Knowledge of, and experience with Federal milk marketing orders.
3. Skill in preparing studies that apply economic principles and basic quantitative analysis.
4. Exceptional written and verbal communication skills with the ability to process and convey market information details.
5. Ability to work effectively with supervisors, peers, and customers.

APPLICATION INFORMATION

HOW TO APPLY: Send a resume or Optional Application for Federal Employment, OF-612, to the Contact address.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment:

- Announcement number and title for which you are applying
- Your full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social security number
- Country of citizenship (most Federal jobs require U.S. citizenship)
- Veterans' Preference (if applicable)
- Highest education level achieved. Specify
 - name, city, state, zip code (if known)
 - date or expected date (month/year) of completion of degree requirements
 - type of degree received
- Copy of college transcripts (if required under **QUALIFICATIONS**)
- Paid and unpaid work experience related to the position. For each work experience include:
 - Job title
 - Series/grade (if Federal employment)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and address
 - Starting and ending dates
 - Hours per week
 - Salary
 - Indicate if we may contact your current supervisor/employer
- Job-related:
 - training courses (title and year)
 - skills (e.g., other languages, typing speed, computer software/hardware, tools, machinery)
 - certificates/licenses (current)
 - honors, awards, and special accomplishments (e.g., publications, memberships in professional activities, performance awards)
- **Supplemental Qualifications Statement addressing the evaluation criteria listed on the vacancy announcement.**

OTHER IMPORTANT INFORMATION:

- Relocation expenses:
[X] may be authorized.
[] will not be authorized.
- Current Federal employees must submit their most recent (within 15 months) performance appraisal.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work.
- You will not be notified of the status of your application until a final selection has been made.
- **If your application does not contain all of the requested information, you may lose consideration for the job.**

VETERANS' PREFERENCE:

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. If your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty. To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans Preference, plus the documentation required by that form. For further details, call OPM at 912-757-3000 and Select "Federal Employment Topics" and then "Veterans."

This agency provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please contact Jackie Anderson with requests. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

For application forms, write or call:

Jackie Anderson
USDA-AMS-Dairy Programs
Milk Market Administrator
PO Box 18030
Louisville, KY 40261-0030
(502)499-0040 800-522-3632

Submit completed applications to the above address.